

Policies and Procedures during COVID – 19 Pandemic

This document summarizes current recommendations to operate in a manner that will help prevent the spread of novel coronavirus in our center.

For all staff:

STAFF SELF SCREENING QUESTIONNAIRE

All employees must undergo a daily employee screening upon entering the building and before starting to work.

Please review the following self-screening criteria:	Yes	No
Do you or anyone in the family (household) have any of the following COVID-19 symptoms? fever, sore throat, cough, shortness of breath, chills or repeated shaking with chills, new loss of taste and smell, muscle and joint pains?		
Do you or anyone in your household have any gastrointestinal symptoms? Belly pain, Diarrhea, Nausea, Vomiting?		
Even if you don't currently have any of the above symptoms, have you or anyone in the family (household) experienced any of these symptoms in the last 14 days?		
Have you or anyone in your household tested positive for COVID-19 and now under home quarantine or isolation?		
Have you or anyone in your household been tested for COVID-19 and are waiting for results?		
Have you or anyone in your household been in contact with someone who has tested positive for COVID-19 in the last 14 days?		
Have you or anyone in the family (household) traveled off-island by air in the past 14 days?		

- ***If answered YES to ANY of these questions, you will be required to leave immediately. Please notify Ms. Chona and consult a physician for further advice.***

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- ***If you answered NO to ALL questions, please proceed with taking your temperature. Please be sure to sanitize your hands before and after use.***

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Body Temperature **100 degrees and below** – you are clear, initial the log certifying you have no symptoms

Body Temperature **above 100 degrees** – you will be required to leave immediately. Please consult your physician for further advice.

For all parents/guardians:

FAMILY HEALTH-SCREENING QUESTIONNAIRE

In response to the recent Coronavirus (COVID -19) outbreak and the raised pandemic alert status by the World Health Organization (WHO), MLC is taking precautions to protect our community and lessen the spread of the virus. Parents/guardians must fill out and complete this form before your child's admission.

Please review the following self-screening criteria:	Yes	No
Have you or anyone in the family (household) tested positive for COVID-19 in the last 14 days?		
Have you or anyone in the family (household) been tested for COVID-19 and in quarantine or isolation in the last 14 days?		
Do you or anyone in the family (household) have any of the following COVID-19 symptoms? Fever, Sore Throat, Cough, Shortness of Breath, Chills or repeated shaking with chills, new loss of taste and smell, muscle or joint pains		
Have you or anyone in the family (household) recently lost a sense of smell or taste?		
Do you or anyone in the family (household) have any gastrointestinal symptoms? Diarrhea? Nausea? Vomiting?		
Even if you don't currently have any of the above symptoms, have you or anyone in the family (household) experienced any of these symptoms in the last 14 days?		
Have you or anyone in the family (household) been in close contact with someone who has tested positive for COVID-19 in the last 14 days?		
Have you or anyone in the family (household) traveled off-island by air in the past 14 days?		

If answered YES to any of the above questions, please notify Ms. Chona and do not send your child to school. Contact your doctor for further advice.

I acknowledge that the information I've given is accurate and complete.

Child's Name(s): _____

Parent/Guardian: _____ (print, sign, date)

Restricted Access to Our Facility

- Access to the facility is restricted to enrolled students and staff only
- Parent are not allowed inside unless necessary
- No visitors will be allowed while children are present
- Prospect parents may come in after school hours only
- Only DPHSS and licensing employees conducting routine inspections are allowed

Arrival Time – for Staff

- Body temperature and hand hygiene must be done before working
Note: Anyone with a fever of 100F degrees or above or other signs of illness will not be allowed to work and must leave immediately
- Anyone with COVID – 19 symptoms like cough or sore throat, a fever, chills or repeated shaking with chills, new loss of taste and smell or any visible signs of illness will not be allowed in the facility
- Face mask and apron are mandatory, face shield optional
- All employees must go thru the self-screening questionnaire, take body temperature every day

Arrival Time – for Children

- Parent drop-off and Pick-up - please stand on the designated signs behind the gate for social distancing (*Parents/guardians or visitors will not be allowed inside the building to limit direct contact between parents, staff members, and other children*)
 - Staff will go through the family health questionnaire verbally with parents/guardian as mandated by DPHSS before admission every day
 - Staff will make a visual inspection of the child for signs of illness which include flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness, unexplained rashes and take body temperature of your child using a non-contact thermometer:

***The temperature of 99.9F and above or shows any signs of illness even without fever will be denied entrance and cannot return until after 120 hours (5 days) child must be symptom and fever- free for 24 hours without a fever-reducing medication, a doctor/medical clearance is mandatory**

Or sooner if tested negative from COVID-19

Children with unexplained rashes, diarrhea, and vomiting must be kept home

Pick-up time

- Please stand at the designated signs in front of the gate and we will send the child out to you, please call if you are picking up early
- Please try to have the same parent or designated person to drop off/pickup your child every day
- If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up the children, because they are more at risk for severe illness from COVID-19
- Please make sure that social distancing are still being practiced outside

Working Time/Study Time and Social Distancing

- Children learn best by doing, and this requires lots of movement and spontaneous investigation
- Montessori children will still be free to move about in the environment, working alone on the table or at a rug and at will
- They may select any activity and work with it as long as they wish, so long as they do not disturb anyone or damage anything, and as long as they put it back where it belongs when they are finished
- Tables and chairs will be spaced out, 6 feet apart or more
- Work rugs/mats will be disinfected and hang outside after use
- No collective exercises at this time, children will work individually
- Materials will be wiped and sanitized after each use
- Library/reading corner will be limited to one child at a time

Circle/Daily Lesson Time

- Children's chair will be spaced out, ideally 6 feet apart for circle time

Indoor Play

- Number of children will be limited
- Toys that cannot be sanitized will not be allowed at playtime
- Toys that have been played with must be put aside and sanitize at the end of the day

Outdoor Play

- Number of children will be limited in staggered shifts
- Normal routine cleaning will be done before use, the spread of COVID-19 from these surfaces is very low and disinfection is not recommended according to CDC
- Children may or may not remove mask during outdoor play
- Children and staff must wash hands after playing

Nap Time

- Cots will be spaced out as much as possible, ideally 6 feet apart and will arrange head to toe in order to further reduce the potential for viral spread
- Bedding (sheets, pillows, blankets, sleeping bags) will be kept in individual bags and cubbies when not in use and will be given back to parents at the end of the week for laundering
- All cots are labeled and will not be shared, disinfected before storing

Children's Emotional Well-Being during Pandemic

It's just as important to support a child's emotional well-being as it is to keep them from physical harm. Young children are keen observers of what is happening around them and may react differently.

- Talk to children about COVID-19 using age-appropriate materials
- Maintain consistency with daily routines and activities
- Parents and staff must take time to themselves, the well-being of children depends upon the well-being of their parents and caregivers
- Montessori work will help them learn to focus their intelligence, concentrate their energies for long periods, and take tremendous satisfaction from their work.

Sanitizing and Disinfecting (As recommended by CDC)

Routine Cleaning

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant* (using soap and water reduces the number of germs, dirt, and impurities on the surface before disinfecting).

- Routine cleaning of frequently touched surfaces, this includes tables, cubbies, chairs, doorknobs, light switches, countertops, handles, phones, toilets, faucets, sink, etc.

* *Disinfectant* is a product that destroys or inactivates germs on an inanimate object. A disinfectant may be appropriate to use on non-porous surfaces such as diaper change tables, countertops, doorknobs and cabinet handles, and toilets and other bathroom surfaces.

Recipe: 1/3 cup of bleach* + 1-gallon water or

5 tablespoons of bleach + 1 quart of cool water

Procedures:

1. *Clean with Water and soap solution*
2. *Spray with disinfectant spray and leave for 2 minutes and wipe dry*

For Soft Surfaces – such as carpet (vacuumed daily when children are not present), floor rugs, and drapes

- Clean the surface using soap and water, followed by disinfecting solution

* *Sanitizer* is a product that reduces germs on inanimate surfaces to levels considered safe by public health codes or regulations. A sanitizers may be appropriate to use on food contact surfaces (dishes, utensils, cutting boards, high chair, trays), toys that children may place in their mouths.

Recipe: 1-3 tablespoon of bleach* + 1-gallon of cool water

**bleach* – must be for household use only and not for commercial use, and or for commercial applications. Household chlorine bleach is typically sold in retail stores a 5-10% hypochlorite solution (regular strength). Use only unscented bleach.

To safely prepare bleach solutions:

- Dilute bleach with cool water and do not use more than the recommended amount of bleach.
- Select the bottle made of opaque material.
- Make a fresh bleach dilution daily; label bottle with contents and date mixed.
- Wear gloves and eye protection when diluting bleach.
- Use a funnel.
- Add bleach to the water rather than the water to bleach to reduce fumes.
- Make sure the room is well ventilated.

To safely use bleach solutions:

- Apply the bleach dilution after cleaning the surface with soap or detergent and rinsing with water.
- If using a spray bottle, adjust the setting to produce a heavy spray instead of fine mist.
- Allow for 2 minute contact time or air dry.
- Apply when children are not present in the area.
- Ventilate the area by allowing fresh air to circulate and allow the surfaces to completely air dry or wipe dry after two minutes of contact with the surface before allowing children back into the area.
- Store all chemicals securely, out of reach of children and in a way that they will not tip or spill.

Other cleaning materials to be used in school: disinfecting wipes, Lysol Disinfecting Spray (for bathroom use only), Mrs. Meyer's natural everyday cleaner, and Simple Green (disinfecting solution) for flooring. All cleaning materials will be kept secure and out of reach of children, it will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent anyone from inhaling toxic fumes.

Hand Hygiene

- Hand washing often with soap and water for 20 seconds, supervise children in handwashing and when using hand sanitizer to prevent ingestion (staff must wash hands after assisting a child)
- *Alcohol-based hand sanitizers* (must be 65% to 70% alcohol to be effective) is an alternative to traditional handwashing when soap and water are not available or hands are not visibly soiled. Hands should be rubbed together, distributing sanitizer to all hand and finger surfaces and hands should be permitted to air dry. Not allowed for children under 2 years of age, and children must be supervised while using to prevent them from ingesting, inhaling, touch their eyes.

Additional key times to wash hands for staff and children:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food or feeding a child
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluids

- After playing outdoors or in sand
- After handling garbage
- After blowing one's nose, coughing, or sneezing
- After providing routine care for a child who needs assistance

Diapering

- Dirty or any soiled clothing must be put in a plastic bag, labeled and sealed to give back to parents for laundering

Lunch Time and Snack Time

- Children must wash hands before and after eating
- Tables will be sanitized before and after used
- No cafeteria-style eating, individual tables will be provided to avoid them from touching other children's food or containers
- Morning snacks provided by MLC will still be available from 8-10 am (fruits, crackers, Cheerios, or Pretzels)

Isolation and Caring for Sick Children

- Our isolation room is located inside the director's office
- The director will make the call to the parent or guardian immediately for pick-up if the child falls ill or develop a fever
 - The temperature of **99.9F and above or shows any signs of illness** even without fever must leave immediately
 - Parents must inform the school if your child is positive from COVID-19
- After a sick child has gone home, the isolation area will be a closed-off for at least an hour or more to allow droplets to settle before cleaning and disinfecting
- If a staff falls ill, she will be ask to leave immediately and should follow DPHSS guidance on what to do or call physician right away
- The employee must notify MLC director immediately if positive for COVID-19 and directress will notify parents as soon as possible

Note that while all parents and caregivers should be informed of a confirmed case of COVID-19, it is not legal to disclose the name of an infected individual.

Returning After Suspected or Confirmed Positive to COVID-19

A staff member or child who had signs or confirmed positive to COVID-19 will be allowed to return when:

- At least 3 days have passed since recovery, defined as no fever without the use of fever-reducing medications and improvement in respiratory signs like cough and shortness of breath

AND

- At least 10 days have passed since first signs appeared

If a person believes they have had close contact with someone with COVID-19, but does not appear to be sick, they should watch their health for signs/symptoms of COVID-19 for 14 days from the first day of exposure. Children and staff who got exposed to anyone with COVID-19 will not be allowed in school for 14 days.

Plan for Absenteeism among Staff

- With a limited capacity, not all staff will work every day, we will ensure that there will be caregivers on standby who can fill in if a staff member/s get sick or have to stay home that day

Mandates from DPHSS to Close School Due to COVID-19

- We will share critical information with the MLC family while working with DPHSS, childcare licensing officers to determine the most appropriate plan and action to deal with the impact of COVID-19.

Let's continue to remain safe and well despite the continuing unsettling times we are facing. The gradual reopening of schools will bring with it a further wave of challenges but do not doubt that with everyone's help, creativity and collaboration we can expect the best and a safe future for our children.

"Encourage, lift, and strengthen one another. The positive energy spread to one will be felt by us all. For we are connected, one and all." Deborah Day, Canadian Film Director